



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Board Of Physical Therapy Examiners

February 2008

Dear Licensee:

Re: Online Renewal

This is a reminder that your current license expires on May 31, 2008. You must have completed all of your continuing education credits (3 CEUS or 30 contact hours for PTs and 2 CEUS or 20 contact hours for PTAs) within the required time frame in order to renew your license. *CONSIDER THIS YOUR LICENSE RENEWAL NOTICE.* **The Board office must receive your electronic renewal no later than May 19, 2008 to ensure that your license is mailed back to you before May 31. You may not practice after midnight May 31, 2008 unless you have been issued a license. The cost of the renewal is \$204.50 for PTs (\$175.00 for renewal and \$29.50 for MHCC fee) and \$150.00 for PTAs.**

This is the second year the Board of Physical Therapy is offering a new option for renewing your license; **ONLINE RENEWAL**. The link for online renewal can be found on the Board's web site at www.dhmh.state.md.us/bphte. Look under Online License Renewal. The simple instructions follow:

1. To log in you need an ID and password. Your ID is your license number and your password is the last four digits in your social security number. (PTAs – do NOT put an “A” in front of your license number.) Everyone, please remember to use the tab key, not the enter key. When you have finished each section, click the SUBMIT key.
2. There are three categories to complete – just like the former paper renewal application. They are:
 - a. General Application Information – make any changes necessary. Provide an email address if one is available. Telephone number is essential.
 - b. Character and Fitness Questions – These are the same as in previous years. YOU (not a third party) must fill in an explanation for any questions for which you click “Yes”. Those questions refer to anything that happened since your last renewal. If you check yes by mistake, just unclick.
 - c. Continuing Education Worksheet – Be sure to click the “Add” button after every submission so that the information is entered. Your totals must meet the entire amount required for your license in order to

continue the renewal process. NOTE: the total MUST be 20 or 30 contact HOURS not CEUS.

3. The buttons will change from red to green when you have completed each category. After you have completed all three sections, you are then directed to the payment screen. There are two payment options available, credit card (Master Card or Visa), or you may mail in a check. We would suggest you print a copy of the application and a copy of your receipt for your records. If you provide an email address, you will receive an email confirmation too.

There is an optional evaluation survey (if your pop-up button is blocked you need to disable it in order to access the survey). We would very much appreciate your taking the additional time to fill out the evaluation survey. We hope you are as enthusiastic about this online renewal option as we are happy to present it to you. Allow 30 minutes to complete the renewal form. It probably won't take that long, but you will need time to enter your continuing education courses. After the board receives notification of your renewal and payment, your license renewal will be processed and you will receive your license in the mail. If you are sending a check, your application will be held in queue until we receive payment. Last year's online renewal process met every expectation of a more efficient, streamlined renewal process with a quicker turn around time than was possible in the past. We hope this proves to be a positive experience for you.

If there are any questions, you may contact the board by phone (410-764-4752 or 410-764-4716) or email me at Tyminska@dhhm.state.md.us or my deputy director, Joy Aaron at Aaronj@dhhm.state.md.us.

Sincerely,



Ann E. Tyminski,
Executive Director